

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**TRANSPORTATION MAINTENANCE COORDINATOR**

**JOB DESCRIPTION**

Employees in this job are responsible for coordinating highway maintenance operations to meet region's goals. This involves the oversight and review of maintenance contracts, consulting with supervisors to ensure compliance with contract specifications, and providing coordination for budgets, the Maintenance Activity Reporting System, training and work elements, safety, and performance effectiveness.

There is one classification in this job.

**Position Code Title – Transportation Maintenance Coordinator**

**Transportation Maintenance Coordinator 12**

This is the advanced level. The employees in this class coordinate contractual work involving the repair and maintenance of state and federal trunklines and public access sites for a Transportation Service Center covering a multi/or metropolitan county area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Oversee the coordination of the Maintenance Activity Recording System (MARS).

Oversee the coordination of maintenance training including winter school, spring school, and truck driving school. Performs as Region or TSC Coordinator for the TMW Work Element Program.

Oversee the coordination of TSC maintenance safety practices/program as well as the Transitional Employment Program.

Assist and oversee the process for performing Physical Feature Inventories. Investigates complaints and conducts road inspections on road or bridge conditions and right-of-way encroachments.

Coordinates creation of new methods for maintenance activities.

Inspects and approves/disapproves work done by contractors.

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Monitors and approves budgets and work programs for contract counties and municipalities.

Coordinates independent contractor activities by scheduling work assignments, and setting priorities.

Evaluates and verifies independent contractor performance through the review of completed work assignments and work techniques.

Identifies independent contractor development and training needs and consults with the contractor to help ensure that training is obtained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Coordinates work activities performed by independent contractors in such operations as pavement patch, seal coat, shoulder rebuild, guardrail reconstruct, cut and fill roadside embanks, culvert and underdrain repairs, and large erosion repairs.

Determines type and amount of equipment and materials necessary for various highway maintenance operations, and estimates labor needs.

Trains new independent contractors on-the-job in all phases of highway maintenance operations.

Coordinates the contractual maintenance of road surfaces, shoulders, drains, roadside parks, rest areas, and bridge maintenance activities in direct maintenance areas/counties.

Oversees the removal of snow and the use of abrasives or chemicals on trunklines.

Makes road inspections to determine maintenance needs.

Prepares monthly schedules, and establishes work priorities for major work operations for review by district maintenance supervisor; schedules maintenance operations to meet emergencies.

Manages the requisitioning and maintenance of an inventory, materials, and equipment required in the work.

Oversee the creation of material specifications.

Inspects all signs in the assigned area to determine the extent of deterioration, damage, loss of reflectivity, and projected life; inspects all roads in area for maintenance needs.

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Ensures uniformity of highway contractual maintenance operations, methods, and procedures through field inspections and instructions.

Analyzes and compares the productivity and accomplishment of the independent contractors shown from maintenance management system reports and takes corrective action.

Initiates required corrective action highlighted by maintenance management system reports.

Investigates complaints on road or bridge conditions and right-of-way encroachments.

Coordinates independent contractors performing such operations as driving sheeting and pylons, repairing, and sealing joints, making forms, mixing and finishing concrete, mixing and placing patching materials, and cleaning and painting highway structures.

Requisitions materials, supplies, and equipment; controls and coordinates materials and equipment in the county or area.

Oversees the servicing and directs the repair of vehicles and equipment.

Confers with engineers and other highway officials in connection with application for permits to build driveways, make service pipe installations or repairs, remove trees, or move buildings on state trunklines.

Coordinates the trimming and removal of trees along major highways, may assist local crews in removing the larger and more hazardous trees along secondary roads and streets.

Coordinates the erection, repair, and removal of steelwork, the installation of drainage structures and the repair and removal of steelwork, the installation of drainage structures and the repair of footings, abutments, and superstructures.

Coordinates independent contractors performing such operations as driving sheeting and piling, repairing and sealing joints, making forms, mixing and finishing concrete, mixing and placing patching materials, and cleaning and painting highway structures.

Instructs both state and county road commission, and independent contractor transportation maintenance personnel in new procedures, methods, and programs.

Performs related work appropriate to the classification as required.

**Additional Job Duties**

**Transportation Maintenance Coordinator 12**

Develops special maintenance projects, including complex contract specifications, and solicits bids that has region or statewide impact. Inspects and approves/disapproves work done by contractors. Coordinates independent contractor activities by scheduling work assignments and setting priorities. Evaluates and verifies independent contractor performance through the review of completed work assignments and work techniques.

Monitors, implements and approves budgets and work program for the TSC, and contract counties and municipalities.

Plans maintenance activities, measures maintenance efficiency and evaluates the Maintenance Activity Reporting systems (MARS) results. Also provides oversight for the performance effectiveness program.

Conducts road inspections to determine maintenance needs.

Determines maintenance operations to meet emergencies.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Thorough knowledge of highway maintenance equipment, its care, and operation.

Knowledge of modern highway maintenance practices, procedures, and schedules.

Thorough knowledge of methods and materials adaptable to the maintenance of road surfaces, shoulders, drains, signs, special roadside areas, and the removal and control of ice and snow.

Thorough knowledge of hazards and safety precautions related to the work.

Thorough knowledge of equal employment and affirmative action practices.

Thorough knowledge of the maintenance management system.

Thorough knowledge of employee relations policies and procedures.

Thorough knowledge of regulations related to the granting of permits and encroachments of right-of-way.

Thorough knowledge of budget preparation and control.

Ability to determine need for, and requisition materials, supplies, and equipment used in the work, prepare work schedules and time, material, and cost estimates.

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Ability to read and interpret blueprints.

Ability to coordinate independent contractor work.

Ability to plan, supervise, and coordinate the work of direct area/county superintendents.

Ability to determine maintenance needs.

Ability to inspect and oversee independent contractor road maintenance projects and to coordinate their work.

Ability to determine that quality of work conforms to prescribed standards.

Ability to assume responsibility for materials, supplies, and equipment.

Ability to organize work to meet emergency road conditions.

Ability to maintain records and prepare reports.

### **Working Conditions**

Work is performed in field locations and may require movement from one location to another, as well as exposure to working along busy highways and adverse weather conditions.

### **Physical Requirements**

The job duties require an employee to move heavy objects.

The job duties require an employee to traverse rough terrain.

The job duties require an employee to walk and stand for extended periods.

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

One year of experience as a Transportation Maintenance Worker 9.

### **Special Requirements, Licenses, and Certifications**

Some positions are assigned job duties that may require possession of The Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

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**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

TRANMTCRD

**Job Code Description**

Transportation Maintenance Coordinator

**Position Title**

Transportation Maintenance Coordinator

**Position Code**

TRMTCRDR

**Pay Schedule**

NERE-072

ECP Group 1  
Revised 3/19/2002  
CMV/VLWT/CV/TH